

## **APPENDIX A**

### **PARCEL MAP APPLICATION CHECKLIST**

The following information/data shall be submitted with each parcel map application:

- ☐ A. One (1) copy of the County Assessor's map showing all area within six hundred sixty (660) feet of subject property and depicting all area therein owned by the applicant.
- ☐ B. One (1) copy of the recorded deed reflecting current ownership and description of property, or one (1) copy of any other document which shows such ownership to the satisfaction of the City Attorney.

C. Parcel Map Contents:

- ☐ 1. Certificate of ownership and easement dedication, dedicating easements, alleys, streets, highways or other public ways as shown on the map (per Appendix E);
- ☐ 2. Certificate of land surveyor, signed and sealed by the professional land surveyor who was responsible for the survey (per Appendix E);
- ☐ 3. All monuments found, set, reset, replaced or removed, describing kind, size and location and other data relating thereto;
- ☐ 4. Bearing or witness monuments, basis of bearings, bearing and length of lines and scale of map;
- ☐ 5. Name and legal description of tract in which survey is located and ties to adjoining tracts;
- ☐ 6. Existing easements granted or dedications made within one hundred fifty (150) feet of the parcel boundaries, if applicable;
- ☐ 7. Street names, location and width of existing and proposed rights-of-way to serve as access for the parcels, up to a minimum of one hundred fifty (150) feet from boundary of proposed division, and access streets connecting development to existing dedicated streets;
- ☐ 8. Where applicable, proposed street names and addresses for each lot, in accordance with the City's street addressing regulations;
- ☐ 9. Survey analysis sufficient to delineate boundary controlling monuments;
- ☐ 10. Identification of adjoining properties;

- ☐ 11. A legend, as necessary, which denotes the meaning of all symbols utilized and includes the date and north arrow;
- ☐ 12. Dimensions of property and parcels to be created, which shall be shown in acres, calculated to the nearest one-hundredth (0.01) of an acre, if an area is two (2) acres or more, or in square feet if area is less than two (2) acres;
- ☐ 13. All proposed and existing structures and other physical features that have bearing on the proposed division, which shall be shown to scale and with setbacks clearly defined;
- ☐ 14. Certificate of approval by the Director of Planning and Development and the City Surveyor;
- ☐ 15. Impact Statement, if required; and
- ☐ 16. Location of all trails.

#### D. Supplemental Information

The following supplemental information may be required by the Department of Public Works prior to the approval of the parcel map. When required, it shall be submitted on separate drawings or sheets:

- ☐ A. All off-site improvements proposed by the applicant that have a bearing on the proposed division; and
- ☐ B. Certification by a surveyor that the parcel map complies with NRS Chapter 278, if the City Surveyor has waived the requirement for a new survey and the map is prepared from a previously recorded survey.